

*[Handwritten signature]*

3 January 1959

MEMORANDUM FOR: Office of Logistics/Procurement Division/Contract Branch

SUBJECT : Request for Initiation of Task II under Contract RD-77  
with [redacted]

25X1

1. It is requested that your office take the appropriate action to establish Task II under Contract RD-77 with [redacted]. The purpose of the requested task is to make minor modifications and improvements in the identification kit developed under Research Order 5 of Contract RD-77. Through the knowledge and experience gained in the use of the present kits, certain changes are necessary in order to render the kits more suitable for use in the future.

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2. It is therefore requested that funds in the amount of \$5,346.00 be made available to the contractor for a four months period of performance to be accomplished in accordance with the terms of the proposal attached hereto. Charges for these funds are to be made against Allotment Number 9-2502-75-901.

3. Contract RD-77 is an Agency sterile contract. Task II should also be Agency sterile. Government interest may be shown. The item per se is unclassified. Agency interest in all work and material under the contract and task is classified Secret and may be divulged only on a need-to-know basis to appropriate security approved personnel.

The Contracting Officer is requested to advise the contractor's representative in writing of these security classifications.

In the event there is any variation in classification during the preliminary phases of the work, further guidance will be provided by the project engineer, [redacted] Room 210, West Outbuilding, extension [redacted]

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156-983-27-1435-59

Proposal dtd 23 Dec 58

APPROVED FOR THE OBLIGATION OF FUNDS:

Distribution:

Orig & 1 - Addressee

1 - TSS/FASB

1 - SOO

1 - TSS/LB

1 - ED Chrono

1 - Comptroller

1 - TSS/OC

1 - SRB

1 - ED-128

1 - TEC File

Research Director

Date

DD/P/TSS/ED/ME

**SECRET**

25X1

10758/1359

25X1

**Subject:** Quotation - Additional Components and Modifications to  
Identi-Kits

**Reference:** (a) [ ] Proposal Serial 10568/1359 dtd 21 Nov 1958  
(b) Telephone Conversation of 22 December 1958

25X1

**Enclosures:** (A) Cost Breakdown  
(B) Sketch - Hadley Filing Tray Conversion  
(C) Sketch - Typewriter Case Conversion

1. Reference (a) submitted a quotation for additional components and modifications to Identi-Kits. During our telephone conversation, Reference (b), it was determined that your office is interested in Item 1, Addition of new foils and characteristics; Item 2a, 100 Handbooks (improved quality of reproduction); Item 3c, Conversion of Hadley Filing tray to Identi-Kit carrying case; plus a new item for the conversion of a portable typewriter case to an Identi-Kit carrying case. Enclosures (B) and (C) illustrate the two proposed types of carrying case.

2. This company estimates that we can supply the items set forth above for an estimated cost of \$4,950.00 plus a fixed fee of \$396.00. It is estimated that this work can be completed within four months following receipt of a task order and authorization to proceed. Enclosure (A) is a cost breakdown indicating the distribution of costs for this program.

3. [ ] appreciates the opportunity  
of bidding on your requirements.

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Very truly yours,

Vice President

**Air Mail - Registered Return Receipt Requested**

25X1

**SECRET**

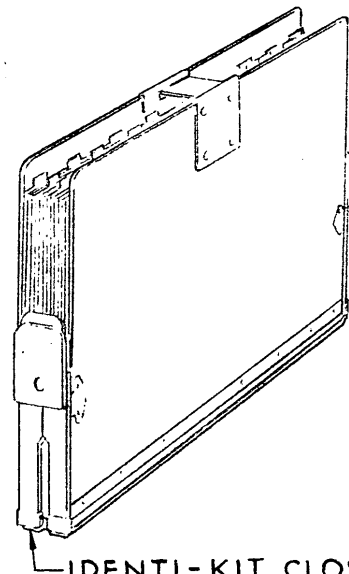
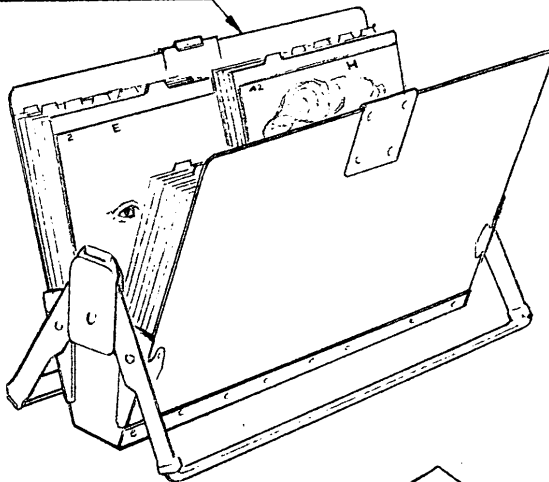
**Enclosure (A) - Cost Breakdown**  
**December 23, 1958**

**CQR 1359**

<b>Engineering Labor 72 hours @ \$4.75</b>	<b>\$ 342.00</b>
<b>Engineering Overhead @ 145%</b>	<b>495.90</b>
<b>Shop Labor 120 hours @ \$3.53</b>	<b>423.60</b>
<b>Shop Overhead @ 120%</b>	<b>508.32</b>
<b>Printing of Handbooks</b>	<b>1435.00</b>
<b>Consultants 24 hours @ \$6.50</b>	<b>156.00</b>
<b>Artist 30 hours @ \$3.50</b>	<b>105.00</b>
<b>Photographer 20 hours @ \$3.25</b>	<b>65.00</b>
<b>Photographic Laboratory 20 hours @ \$6.25</b>	<b>125.00</b>
<b>Reproduction of Film Positives - 30 sets of 30 each @ \$0.20</b>	<b>180.00</b>
<b>Materials</b>	<b><u>255.10</u></b>
	<b>\$4090.92</b>
<b>General Administrative Expense @ 21%</b>	<b><u>859.08</u></b>
<b>Estimated Cost</b>	<b>\$4950.00</b>
<b>Fixed Fee @ 8%</b>	<b><u>396.00</u></b>
<b>Total - Estimated Cost plus Fixed Fee</b>	<b>\$5346.00</b>

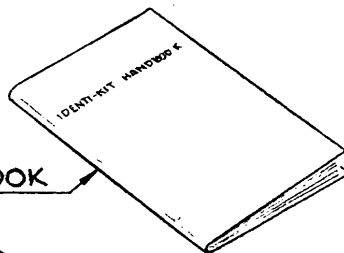
enclosure B

IDENTI-KIT OPENED  
AND READY FOR USE

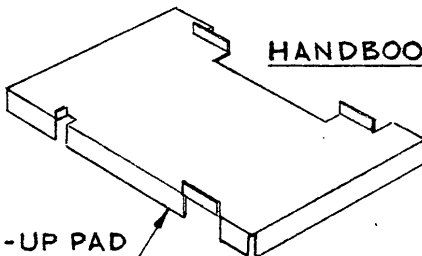


IDENTI-KIT CLOSED  
AND LOCKED

HANDBOOK

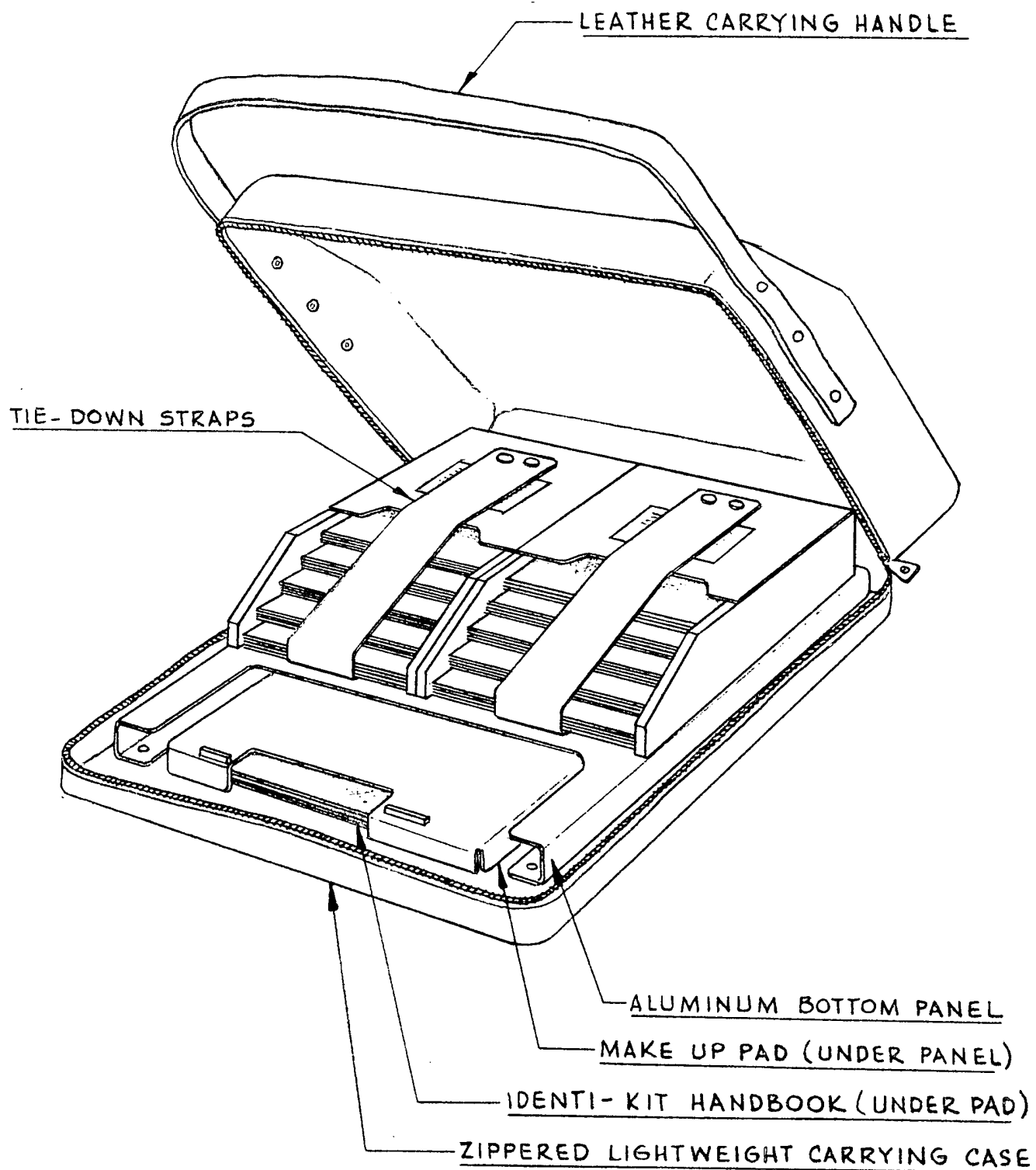


MAKE-UP PAD



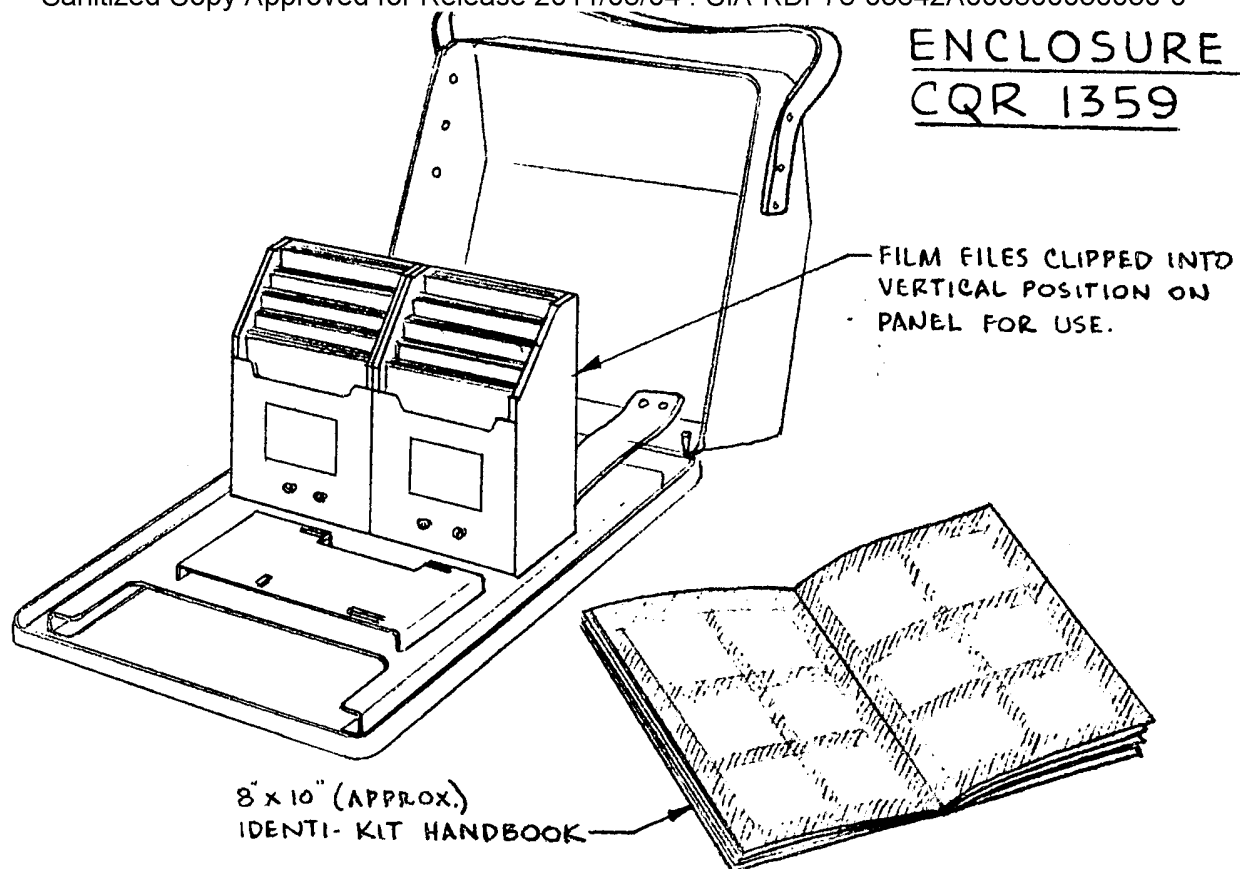
3c. - CONVERSION OF HADLEY FILING TRAY TO IDENTI-KIT CARRYING CASE

ENCLOSURE C 1  
CQR 1359

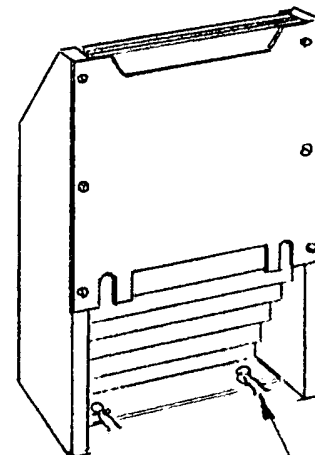
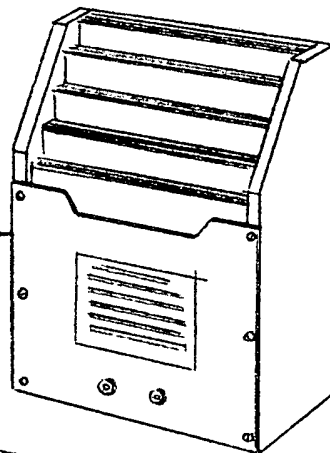


LIGHTWEIGHT "IDENTI-KIT"

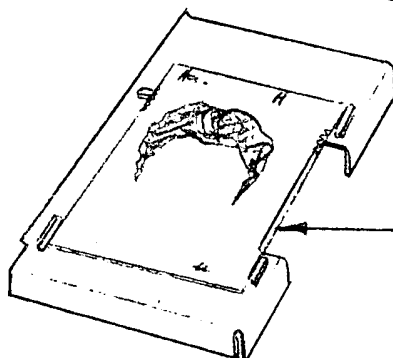
ENCLOSURE C2  
CQR 1359



FILM FILES MAY BE USED  
INDEPENDENTLY, REMOVED  
FROM CASE.



CLIPS FOR VERTICAL POSITION  
USE ON PANEL IN CASE.



MAKE-UP PAD

LIGHTWEIGHT "IDENTI-KIT"